



U.S. Department  
Of Transportation  
**Federal Highway  
Administration**

**Utah Division**  
2520 West 4700 South, Ste. 9A  
Salt Lake City, UT 84118-1847

March 24, 2004

File: 5064

Mr. Thomas LeHolm  
Contracts, Estimates and Agreements Manager  
Utah Department of Transportation (8220)  
4501 South 2700 West  
Salt Lake City, Utah 84119

**SUBJECT: Mandatory Pre-bid Meeting Recommendations**

Dear Mr. LeHolm:

The following is the FHWA-UTAH recommendation for UDOT mandatory pre-bid meetings as it relates to the bidding process.

- 1) FHWA has no policy on mandatory pre-bid meetings.
- 2) 23 CFR 635.112(b) requires that a minimum of 3 weeks advertising period be made available before bid opening unless a shorter period is justified and approved by the Division Administrator. We do not find a link in the regulations that a mandatory pre-bid meeting would require an extension of the advertisement period, although it may be advisable on large or complex projects. 23 CFR 635.112(h) requires that the SHA clearly identify in bidding documents those items that the bidder must assure are complied with to make the bid responsive. In this regard, listing in the specifications that attendance at a pre-bid meeting is a good way to handle this. All bidders will be aware of the consequence of not attending the meeting.
- 3) Regarding timing of the meeting, we believe the pre-bid meeting is more effective if held no earlier than the middle of the second week to allow bidders time to review the project before the meeting and time to adjust their bid after the meeting.

Should have any further questions, please feel free to contact me at (801) 963-0078 x227.

Sincerely yours,

Todd A. Emery  
Transportation Engineer

cc: Todd Emery, FHWA-Utah  
Joe Gregory, FHWA-Utah

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